

DATE: 6 October 2005

TO: County Board Chairpersons

FROM: Al Berndt  
NEMA Assistant Director

RE: SHGP Grant Reporting

Effective immediately, there will be a change in the reporting of local activities under the State Homeland Security Grant Program. Each county receiving grant dollars will be reporting twice a year on the BSIR reporting format. This format is familiar to each of the local county emergency managers and is the principle tool utilized by DHS to receive information on grant program reporting.

In an effort to compile information for on-going activities associated with the individual grants, each jurisdiction will have to make one comprehensive to NEMA report at the end of each calendar year. If a jurisdiction received grant monies under the FY2004 program, this report will detail what individual benchmarks for the grant have been accomplished in the areas of equipment purchases, training and exercising. This will include all training and exercises identified under the jurisdictions comprehensive 5-year training calendar. Any jurisdiction receiving grant funds under both the FY2004 and FY2005 grant programs will file reports covering activities under each grant.

These reports will be due to NEMA on the 1<sup>st</sup> of January 2006. Jurisdictions failing to file the reports will not be considered for funding under the FY2006 HSGP funding cycle. As a part of the FY2006 application process, each jurisdiction applying for funds will need to have a current update to their comprehensive 5 year training calendar.

NEMA is in the process of closing out the FY2003 grant program and a requirement needed from each county will be a narrative on "how the grant funds expended under the program have enhanced preparedness within the local jurisdictions of the county." The FY2003 close out narrative can be included as a part of the FY2004-FY2005 comprehensive report.

Questions regarding the above information can be addressed to Mardell Hergenrader, Lynn Marshall and/or Leo Larkin with NEMA.